

**Adult Education Reporting Information System  
Intake Form**

LEA Name: \_\_\_\_\_



(\*Required Fields)

\*Social Security #:

\*Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Mo. Day Year

Age: \_\_\_\_\_

\*First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

\*Last Name: \_\_\_\_\_

\*Primary Address: \_\_\_\_\_

\*City: \_\_\_\_\_ \*State: \_\_\_\_\_

\*County: \_\_\_\_\_ \*Zip: \_\_\_\_\_

\*Ethnicity:

- ☐ American Indian or Alaskan Native  
☐ Asian  
☐ Black or African American  
☐ Hispanic or Latino  
☐ Native Hawaiian or Other Pacific Islander  
☐ White

\*Gender: ☐ Female ☐ Male

\*Home Phone: (\_\_\_\_) \_\_\_\_\_

\*Emergency Contact: (\_\_\_\_) \_\_\_\_\_

Work Phone: (\_\_\_\_) \_\_\_\_\_

Cell Phone: (\_\_\_\_) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

\*Native Language: ☐ English ☐ Non-English

Non-English Native Language: \_\_\_\_\_

WAGE Student ☐ Yes

Distance Education Student ☐ Yes

CRC Student ☐ Yes

If applicable: AERIS-generated Student ID Number: \_\_\_\_\_

\*Date of Enrollment (Today's Date): \_\_\_\_\_

Contact Type: ☐ ABE/ASE ☐ ESL

\*Last Grade Completed: \_\_\_\_\_  
If 12<sup>th</sup> grade: ☐ Diploma ☐ No Diploma

Last Year School Attended: \_\_\_\_\_

\*Living Area Rural: ☐ Yes ☐ No  
(Rural: With population of less than 2,500)

\*Employment: ☐ Full Time ☐ Part Time  
☐ Unemployed  
☐ Not in Labor Market

Follow-up Goals: Choose only one Primary and one Secondary Goal if applicable. Do not choose the same goal more than once. (Students may be contacted for follow-up on achievement of these goals)

PRIMARY

- ☐ Enter employment  
☐ Retain or improve employment  
☐ Obtain a GED or high school diploma  
☐ Enter postsecondary education or training

SECONDARY

- ☐ Enter employment  
☐ Retain or improve employment  
☐ Obtain a GED or high school diploma  
☐ Enter postsecondary education or training

Additional Reasons:

- ☐ Achieve citizenship skills  
☐ Increase involvement in children's education  
☐ Increase involvement in children's literacy-related activities  
☐ Increase involvement in community affairs  
☐ Leave public assistance  
☐ Obtain WAGE certificate  
☐ Obtain Career Readiness Certificate (CRC)  
☐ Vote or register to vote for first time

Program Referring: \_\_\_\_\_

To Program: \_\_\_\_\_

Date: \_\_\_\_\_

Recruitment: How did the student hear about this program?

- ☐ Friend or family member
- ☐ Newspaper or magazine
- ☐ Pamphlet or brochure
- ☐ Employer
- ☐ Radio or TV
- ☐ Web site
- ☐ None
- ☐ Other \_\_\_\_\_

Referring Agency:

- ☐ Department of Correction
- ☐ Department of Health and Human Services
- ☐ Department of Workforce Education
- ☐ Department of Workforce Services (DWS)
- ☐ Employment and Training Program
- ☐ Faith-based organization
- ☐ Literacy Council
- ☐ Local public school
- ☐ One-Stop/Workforce Center
- ☐ TEA
- ☐ None

Selective Service:

- ☐ This 18-25 year old male has been made aware of his obligation to register with the U.S. Selective Service System and has been made aware of how to register.

Refer to this website: [http://www4.sss.gov/regver/register\\_nc.asp](http://www4.sss.gov/regver/register_nc.asp)

Arkansas Adult Education provides equal educational opportunities to all students without regard to race, color, sex, age, religion, national origin, ancestry, or handicap.

No otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits for, or be subjected to discrimination in programs or activities sponsored by a public entity.

**I give permission for the information collected in the Arkansas Adult Education Reporting Information System to be used in data sharing within the Arkansas Department of Workforce Education/Adult Education Section, and with the Arkansas Department of Workforce Services and the Arkansas Department of Higher Education.**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

For Office Use Only

**Do Not Omit any Data from these Forms**

Intake Hours: \_\_\_\_\_

(0.25-2 hours)

Intake Person: \_\_\_\_\_

Date: \_\_\_\_\_

Data Entry Person: \_\_\_\_\_

Department of Workforce Education/Adult Education Division

Revised 6/08

## **STATUS NEEDS**

**THIS PAGE WILL NOT BE ASSOCIATED WITH THE STUDENT**

**Do NOT write student name or any identifying information on this page.**

**Please check any that apply:**

Physical Disability ☐

Learning Disability ☐

On Public Assistance ☐

Low Income ☐

Displaced Homemaker ☐

Single Parent ☐

Dislocated Worker ☐

<b>After data entry, separate this sheet from Intake Form and file in confidential folder.</b>
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# Student Pretest/Posttest Form

Student Name: \_\_\_\_\_  
 First Middle Last

Class Enrolled: \_\_\_\_\_

## PRETEST

Date: \_\_\_\_\_

Test Form: ☐ 7/8 Or ☐ 9/10

Assessment Hours: \_\_\_\_\_  
 (Add as Attendance Hours)

	Level	Scores	Grade
TABE Reading:			
TABE Math:			
TABE Language:			
*BEST Oral:			
BEST Literacy:			
BEST Plus:			
CASAS Reading:			
CASAS Listening:			

Assessment Type  
 Number of subjects tested  
**(Choose One)**  
 Traditional (3) ☐  
 Non-Traditional (2) ☐  
 Non-Traditional (1) ☐

Grade Level	
Beg. ABE Literacy	0-1.9
Beg. Basic Ed	2-3.9
Low Int. Basic Ed	4-5.9
High Int. Basic Ed	6-8.9
Low ASE	9-10.9
High ASE	11-12.9

**\*NOTE:** If the BEST test scores are the result of an *initial* assessment (pre-test) **AND** the scores are **65** or greater on the Oral BEST, **76** or greater on the Literacy BEST, and **541** or greater on BEST Plus, then do not enter the scores into AERIS. Since these students are above Advanced ESL and can *not* show educational gain with the BEST, they should be given the TABE.

## POSTTEST

Date: \_\_\_\_\_

Test Form: ☐ 7/8 Or ☐ 9/10

Assessment Hours: \_\_\_\_\_  
 (Add as Attendance Hours)

	Level	Scores	Grade
TABE Reading:			
TABE Math:			
TABE Language:			
*BEST Oral:			
BEST Literacy:			
BEST Plus:			
CASAS Reading:			
CASAS Listening:			

### Functioning Level Benchmarks (TABE)

	TABE Reading	TABE Math	TABE Language	CASAS
Beg ABE Lit	=<367	=<313	=<389	=<200
Beg Basic Ed	368-460	314-441	390-490	201-210
Low Int Basic Ed	461-517	442-505	491-523	211-220
High Int Basic Ed	518-566	506-565	524-559	221-235
Low ASE	567-595	566-594	560-585	236-245
High ASE	=>596	=>595	=>586	=>246

### Functioning Level Benchmarks (ESL)

	BEST (Oral)	BEST (Literacy)	BEST Plus	CASAS (Life Skills)
Beg Lit ESL	0-15	0-20	=<400	=<180
Low Beg ESL	16-28	21-52	401-417	181-200
High Beg ESL	29-41	53-63	418-438	201-210
Low Intermediate ESL	42-50	64-67	439-472	211-220
High Intermediate ESL	51-57	68-75	473-506	221-235
Advanced ESL*	58-64	76-78	507-540	236-245

## Adult Education—AERIS Student Separation Form

First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Social Security #: 

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Class Enrolled: \_\_\_\_\_

**Separation Date:** \_\_\_\_\_

Enter the Follow-up Goals and Additional Achievements the student has achieved at separation under the Student Outcomes.

<b>Follow-up Goals</b>	<b>Date of Accomplishment</b>	<b><i>Documentation</i></b> (Yes or No)
Entered Employment		
Retained or Improved Employment		
Obtained a GED or High School Diploma		
Entered Postsecondary Education or Training		

<b>Additional Achievements</b> (since enrollment/last update)	<b>Date of Accomplishment</b>
Achieved Citizenship Skills	
Increased Involvement in Children's Education	
Increased Involvement in Children's Literacy-Related Activities	
Increased Involvement in Community Affairs	
Left Public Assistance	
Voted or Registered to Vote for First Time	
Achieved WAGE certificate	
Achieved CRC certificate	